

⇒⇒⇒ATTENTION⇐⇐⇐

TO: All Executive Department Heads

This price list is extremely TIME SENSITIVE.

Orders must be placed with the vendor  
NO LATER THAN

NOVEMBER 25, 2005

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII**

October 31, 2005

SPO Price List No. 06-08  
Replaces SPO PL No. 05-11

To: All Executive Department Heads

From: Ruth E. Yamaguchi  
Procurement Officer

Subject: Executive Stationery

In response to requirements submitted on SPO Circular No. C06-01, dated July 8, 2005, the State Procurement Office solicited informal bids to purchase Executive letterhead and envelopes. You are now requested to place orders with the following vendor. Agencies issuing purchase orders are instructed to obtain the appropriate Vendor Code for remittance purposes from the "Alphabetical Vendor Edit Table Report" and annotate the vendor code on their purchase orders.

Executive Branch Agencies, with the exception of the Department of Education, will use the State's purchasing card (pCard) for purchases totaling less than \$2500.00.

Vendor and Order Address:

Cenveo West  
2134 St. Louis Drive  
Honolulu, Hawaii 96816

Attention: Ms. Diane Saki  
Telephone: 682-3055 ext. 29  
Fax: 734-7756

Vendor Remittance Address:

Cenveo West  
PO Box 24667  
Seattle, WA 98124-0667

The letterhead will be printed according to these specifications: 8-1/2" x 11", Crane's Crest fluorescent white opaque 24# recycled bond, 100% cotton fiber stock, engraved with gold foil seal and flat black lettering. Envelopes are size 10, Crane's Crest fluorescent white opaque 24# recycled bond, 100% cotton fiber stock, with flat black lettering and black State seal.

**Order deadline is NOVEMBER 25, 2005.** The vendor is not obligated to accept any orders thereafter. Delivery is to be completed by February 10, 2006. Any questions regarding this matter may be directed to Ms. Linda Hayashi at telephone (808) 586-0562, facsimile (808) 586-0570 or email at linda.e.hayashi@hawaii.gov.

Price per item are as follows:

Item No. 1 – Executive Letterhead	Price per ream (500 sheets)	\$ 94.85
Item No. 2 – Executive Envelopes	Price per box (500 envelopes)	\$114.14

All prices include taxes and delivery charges. Be sure to include exact delivery and billing information when placing your order. Your order may be increased **but not decreased**.

---

RUTH E. YAMAGUCHI  
Procurement Officer

State Agencies Requesting Executive Letterheads and Envelopes						
<u>State Agency</u>	<u>Contact Person</u>	<u>Phone</u>	<u>Fax</u>	<u>E-mail Address</u>	<u>Quantities Requested</u>	
					<u>Letterhead</u>	<u>Envelopes</u>
					(Ream of	(Box of
					500 sheets)	500 envelopes)
Dept. of Budget & Finance	Lynn Naito	586-1632	586-1583		2	
Dept. of Business, Economic Development & Tourism	Lilly King	586-2432	586-2452	<a href="mailto:lking@dbedt.hawaii.gov">lking@dbedt.hawaii.gov</a>	4	4
Dept. of Education	Gerry Arakaki	586-3310	586-3320	<a href="mailto:geraldine_arakaki@notes.k12.hi.us">geraldine_arakaki@notes.k12.hi.us</a>	1	
Office of the Governor	Sana Poon	586-0041	586-0797	<a href="mailto:sana.poon@hawaii.gov">sana.poon@hawaii.gov</a>	4	18
Dept. of Hawaiian Home Lands	Maria Fujimoto	586-3808	586-3843	<a href="mailto:Maria.Fujimoto@hawaii.gov">Maria.Fujimoto@hawaii.gov</a>	3	3
Dept. of Human Resources Development	Lynnette Yokoyama	587-1150	587-1404		1	1
Dept. of Human Services	Merv Yoshimoto	586-4861	586-4860		1	
<b>Total Requested</b>					<b>16</b>	<b>26</b>
Note: Agencies may increase quantities but will not be allowed to decrease				<b>ORDER DEADLINE: Nov. 25, 2005</b>		